

~~CONFIDENTIAL~~OTE 87-5218  
20 October 1987

MEMORANDUM FOR: Chief, Headquarters Consolidation Staff

25X1 FROM: [redacted]  
Director of Training and Education

25X1 SUBJECT: Move of OTE Personnel [redacted]

25X1 1. I appreciate you and [redacted] coming over to discuss the relocation  
25X1 of OTE personnel [redacted] in late 1988. We certainly have a  
clearer understanding of your problems and hope that you have a better insight  
into some of the complexities that moving secretarial and operations training  
create for us.

2. Per our discussion, I am attaching more detailed space and equipment  
requirements for the units moving -- the Secretarial, Administrative, and  
Communication Training Division (SACTD) and the Washington Operations Training  
Division (WOTD).

25X1 3. The Information Systems Training Division (ISTD) personnel currently  
25X1 at [redacted] will not be relocating with the other divisions. The  
employees [redacted] will be coming back into the Chamber of Commerce Building, and  
two of their equipment rooms will be transferred to WOTD. Their remaining  
space should be used to accommodate the additional requirements that we are  
requesting for ops training.

4. I want to reiterate my strong desire to have -- at a minimum -- the  
secretarial training function located in Key Building. Our secretaries  
already have difficulty getting away from the jobs for training and yet are  
being told that it is a requirement for advancement. I believe that access to  
training for them should be made as convenient as possible and think that Key  
Building is a much more convenient location, both logistically and  
psychologically.

5. Lastly, I know that space is tight in both relocation areas. However,  
if you end up with pockets of space in Key Building that are too small to  
accommodate an entire unit, we would very much like to use them for "generic"  
classrooms that would permit us to offer a variety of courses to personnel in  
the Rosslyn area. These classrooms would help in our goal of taking training  
to our customers.

6. Again, thanks for coming over. Let us know how we can be of further  
help as you begin to finalize plans for the relocation; we must keep a  
continuing dialogue underway.

25X1  
Attachment:  
As stated~~CONFIDENTIAL~~

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MEMORANDUM FOR: Chief, Headquarters Consolidation Staff

SUBJECT: Move of OTE Personnel

OTE/ADMIN:

20 Oct. 87

Attachment:  
As Stated

Distribution:

- 1 - Addressee w/att
- ~~1~~ - DTE w/att
- 1 - C/AD w/att
- 1 - C/AD Chrono w/att
- 1 - DC/AD w/att
- 1 - OTE Registry w/att

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25X1

## OTE REQUIREMENTS FOR [ ] RELOCATION

Secretarial, Administration, and Communication Training DivisionPersonnel

25X1

-- Office space for [ ] staffers and [ ] ICs.

25X1

[ ] private offices for Division Chief and [ ] Branch Chiefs.

25X1

Office space for [ ] (Included are

25X1

[ ] who need to be colocated in a space of about  
800 sq. ft., or in two adjacent rooms half that size.)Classrooms-- 6 rooms, ca. 800 sq. ft. each, and four rooms, ca. 400 sq. ft.  
each. (Classrooms equipped like those at AHS--see Logs for  
details.)Support Space-- 1 secure vault (300-400 sq. ft.)  
-- 1 conference room (300-400 sq. ft.)  
-- 1 student lounge (1,000 sq. ft.)  
-- Nonsecure storage space adjacent to classrooms (two rooms  
ca. 400 sq. ft. each)Equipment-- 1 WANG Alliance System (1 laser printer and 2 daisy wheel printers)  
-- 1 large copying machine and one smaller backup machine  
-- 1 Delta Data terminal (more if ports available)Parking

25X1

-- Staff  
-- Visitors  
-- Students (ca. [ ]/day)Additional Requirements if not colocated with WOTD-- Another vaulted area for WANG CPU if storage vault not large enough  
-- Printer for Delta Data  
-- Space for WANG systems administrator and admin support person.~~CONFIDENTIAL~~

**CONFIDENTIAL**Washington Operations Training DivisionPersonnel

25X1 -- Space for [ ] staff employees  
 25X1 [ ] private offices for Division Chief, D/Division Chief,  
 25X1 EXO, and [ ] Branch Chiefs  
 25X1 Office space for [ ]

Classrooms

- 3 classrooms (52 students each) -- approx. 1,500 sq. ft. each
- 2 classrooms (32 students each) -- approx. 700 sq. ft. each

(All classrooms equipped with small tables (36x18) and chairs, safes, coat hooks, white boards, and easels. Storage space in each classroom or an area between each two classrooms for audio/visual equipment, vugraphs, etc., needed if at all possible.)

- 4 WANG classrooms (15 workstations and one laser printer in each room)  
 (2 previous belonged to ISTD)
- 1 Studio (for physical activity) -- 1,500 sq. ft.

(Used for physical security training. Should be mirrored, padded, carpeted, and have no interior protrusions. Storage space for equipment not being use in a specific exercise. Showers/lockers required, (see below).)

- 10 Team Rooms (200 sq. ft. each)

(Five (5) rooms needed for breakout exercises to accommodate 5-6 persons. Five (5) smaller rooms for one-on-one role-playing exercises between annuitants and students. All rooms (plus all conference rooms and other available space) used for Operations Course-Accelerated (OCA) course.)

Support Space

- Theatre/Arena for up to 80 students w/associated video/sound equipment
- Vaulted area for 3 WANG Alliance CPUs
- Vaulted area for storage of classified training materials
- 2 Conference Rooms -- approx. 350 sq. ft. (also used for team exercises)
- 3 Trainee workrooms (copier/shredder/work area)
- Locker/Shower Facilities in support of Studio
- Demonstration Room (Storage and demonstration of firearms, locks, etc.) -- approx. 1,500 sq. ft.
- Technical room for making concealment devices -- approx. 500 sq. ft.
- Video support/camera/general storage area (storage for uniforms, props., etc., used in courses)
- Storage room for supplies/equipment/unclassified training materials

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Equipment

- 3 WANG Alliance Systems (including 5 laser printers)
- 2 copiers
- 4 Delta Datas and 1 printer (Will have more if ports become available)

Parking

- Parking for staff
- Parking for contractors [ ] per day
- Student parking for about [ ] students [ ] per day; [ ] of these are permanent spaces and [ ] of these are student staff who are in and out during the day as part of operations courses.

Additional Requirements if not colocated with SACTD.

- 1 Student Lounge
- 1 WANG Alliance System

(WOTD currently uses any available SACTD and ISTD space during heavy course periods for classrooms and team rooms. The above contains some additional space requirements for WOTD to meet current ops training needs; most would be accommodated by the space from ISTD.

(A move to the Rosslyn/E Street area will require that this group have a WANG Systems Administrator and one admin support person.)

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